

Sample Local Hero Announcement Letter

(Date)

(Local Hero Name)
(Address)

Dear (_____):

Congratulations! You've been selected as one of (Station)'s Local Heroes.

(Station) is proud to honor your leadership and strong commitment to community service. Please join us on **(date)** for our (community) Heritage Month celebration and Local Hero awards ceremony.

Please review the following and contact me with any questions.

What Time Should I Arrive At (station)? Plan to arrive at (station) **by 5:15pm** for a brief introduction to the other honorees, a group photo for publicity purposes and rehearsal with the studio floor directors.

Who May I Invite? Invite your family, friends, colleagues and co-workers. Enclosed are 25 invitations to share with your guests. You will also receive an e-vite or e-mail version of the invitation to pass along. Space is limited, so remind your guests to RSVP as soon as they can.

Community Information Table? We encourage you to bring materials from the various community organizations with which you participate for distribution at our Community Information table.

Will I Have To Give A Speech? (Name), President and CEO of (station) and (sponsor) representatives will emcee the official program. Each Local Hero Award recipient will have three minutes to make remarks upon receiving their award.

I look forward to meeting you. Please contact me at (phone) if you have any questions.

Sincerely,

Name
Title